



DEPARTMENT OF THE ARMY

United States Army Garrison – Hessen
Unit 20193, Box 0001
APO AE 09165

IMEU-HAN-ZA

27 October 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Sexual Assault Review Board (SARB) Standard Operating Procedures for the Hanau Community

1. PURPOSE. This Standard Operating Procedure (SOP) prescribes the framework of the Sexual Assault Review Board as well as the roles and responsibilities.
2. GENERAL APPLICABILITY. This SOP is applicable to all members of the Hanau Community SARB.
3. REFERENCES.
 - a. AR 600-20, Chapter 8, Appendix G, DRAFT, the Sexual Assault Prevention and Response Program.
 - b. Army in Europe Sexual Assault Prevention and Response Program Guidance, 23 April 2005.
 - c. Message, DA Washington DC, DAPE-HRPD-IRPD, 131614Z June 2005, Subject: ALARACT 118/2005 Sexual Assault Prevention and Response Program.
 - d. Memorandum, HQ USAREUR, AEAJA-X, 29 August 2005, subject: Authority to Convene Sexual Assault Review Boards.
4. RESPONSIBILITIES.
 - a. References a. and b. require Garrison Commanders to establish a Sexual Assault Review Board (SARB).
 - b. The SARB shall meet monthly.
 - c. The SARB shall provide oversight, procedural guidance and feedback concerning the installation's Sexual Assault and Prevention Program and procedures, policy, training, and administrative issues.
 - d. The members of the SARB shall:
 - (1) Provide recommendations for SARB processes and procedures.

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(2) Implement process improvements to ensure system accountability and an effective victim service program.

(3) Ensure that the installation's multi-disciplinary sexual assault prevention and response service providers are receiving appropriate training and have the necessary resources to do the job.

(4) Facilitate monthly victim updates.

(5) Maintain the integrity of confidential cases.

f. The membership of the SARB will include the following:

(1) The chairperson for the Hanau Community SARB will be the Commander or Deputy Commander.

(2) The Sexual Assault Response Coordinator (SARC).

(3) Installation Victim Advocate (IVA).

(4) Criminal Investigation Division (CID) representative.

(5) Staff Judge Advocate (SJA) or designee.

(6) Director of Emergency Services or designee.

(7) Chaplain or representative.

(8) Health facility representative.

(9) Chief, Social Work Service, appointed representative or Social Worker involved in the case.

(10) Victim's and Offender's Commander (as appropriate when their case is being discussed).

(11) Other members appointed by nature of their responsibilities as they pertain to sexual assault (e.g. victim witness liaisons, Alcohol and Substance Abuse program (ASAP) representative, Family Advocacy Program Manager (FAPM)).

g. Duties and responsibilities of the SARB members.

(1) The Commander will:

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(a) Convene and chair the SARB meetings at least monthly to review sexual assault cases.

(b) Provide SARB findings through appropriate command channels noting deficiencies in processes and procedures for preventing or responding to incidents of sexual assault.

(c) Implement process improvements to ensure system accountability and an effective victim services program.

(d) Ensure that multidisciplinary sexual assault prevention and response service providers are receiving appropriate training and have the necessary resources to do the job.

(2) The Sexual Assault Coordinator (SARC) will:

(a) Coordinate the meetings and invite the members.

(b) Prepare and ensure that an agenda is provided to the SARB members.

(c) Report and maintain the minutes of the SARB. The minutes will consist of a brief report on the meeting and any noted discrepancies or areas where the program may be improved. The minutes will be forwarded expeditiously to IMA-E.

(d) Coordinate any training needs or improvements to reporting processes supported by the SARB members.

(3) All other members will:

(a) Perform required functional tasks as designated by the appropriate regulations and as directed by the Commander.

(b) Conduct on going reviews of procedures for each alleged sexual assault case for compliance with regulations and local policy in keeping with the accepted high standards of victim care.

(c) Meet monthly to review the handling and disposition of all alleged sexual assault cases, and provide recommendations to the SARB on ways to improve the processing of these cases.

(d) Participate in training as required.

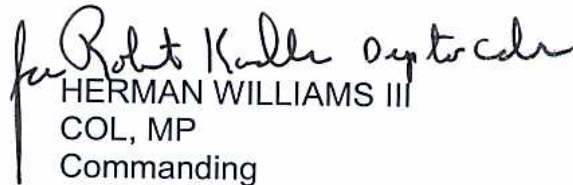
(e) Conduct on going reviews of memoranda of agreements with other services and civilian agencies regarding sexual assault prevention and response

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support, provide updates to the SARB and recommendations for improvements as necessary.

- (f) Appoint a representative to attend the meetings in their absence.
- h. POC for this SOP is the USAG Hessen-Hanau SARC, DSN 322-9526.


HERMAN WILLIAMS III
COL, MP
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